



JOB DESCRIPTION

JOB TITLE: Accountant I
DEPARTMENT: Finance
REPORTS TO: Assistant Director of Finance
DATE: June, 2009
EMPLOYEE UNIT: AFSCME
Supersedes: December 1997
FLSA EXEMPT: No

JOB SUMMARY: Under general supervision of the Assistant Director of Finance, performs professional accounting support to the City in which day-to-day accounting and fiscal activities are performed in conformance with generally accepted accounting standards and appropriate laws and regulations. Incumbent maintains accounting ledgers, prepares and analyzes financial data, develops and presents periodic and annual reports.

CLASS CHARACTERISTICS: This is a journey level classification, responsible to perform professional accounting practices and theory in the operation and maintenance of City accounting systems in accordance with governmental generally accepted accounting principles and methods. May supervise other employees as directed.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Assistant Director of Finance, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Makes financial transactions and maintains/establishes accounting systems in compliance with generally accepted accounting procedures, City codes and methods, and State and Federal regulations.
2. Assists with fiscal year-end and month-end closings.
3. Prepares and posts journal entries to the general ledger.
4. Prepares journals and status reports for accounts receivable (A/R) and accounts payable (A/P) accruals.
5. Assists with bond servicing and assessment and monitors assessment district levies and delinquencies through foreclosure or full recovery; acts as liaison between the City and property owners and third parties.

6. Maintains general ledger fixed asset accounting and reporting.
7. Prepare grant claims to other governmental jurisdictions.
8. Supports the external and internal audit requirements of the City.
9. Monitors City and Redevelopment Agency loan payments and balances and calculates payment amounts.
10. Analyzes and audits financial data and reports of private businesses.
11. Researches, collects, and analyzes financial and other data applicable to City programs and functions.
12. Allocates investment earnings.
13. Prepares and posts approved budget actions, such as, appropriations and revenue estimates and updates.
14. Assists with budget preparation.
15. Assists with the preparation of the annual audit.
16. Prepares and maintains regular and special financial reports and schedules including county state, federal, or other agency reports as required.
17. Performs various account reconciliation functions.
18. Assists systems administrator with the maintenance of the computerized financial system and works with contract data processing staff to resolve problems with the system and to perform daily system backups.
19. May supervise part-time staff, temporary staff, and volunteers as directed.
20. Act as Assistant Finance Director when directed to do so in the absence of the Assistant Director of Finance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in accounting or closely related field.
2. Two years of increasingly responsible experience in the preparation and maintenance of accounting, or financial records. Municipal experience is desired.

Knowledge of:

1. Generally accepted accounting principles and standards related to municipalities.
2. Modified and full accrual accounting for government agencies.
3. Laws and regulations governing financial record keeping and procedures.

Skill in:

1. Making accurate arithmetic calculations.
2. Communicating effectively, both verbally and in writing.
3. Using initiative and independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
4. Organizing work, setting priorities, meeting critical deadlines and completing assignments with minimal supervision.
5. Typing with sufficient speed and accuracy to enter and retrieve data from a computer and prepare routine correspondence.
6. Use of common office software including Microsoft Office and applicable specialized finance applications.
7. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Analyze accounting systems and procedures, propose desirable improvements and implement approved changes.
2. Analyze data processing output, including input/output and modifications.
3. Interpret and analyze proposals and edicts of governmental accounting agencies/professional organizations, i.e. NCGA, GFOA, GASB, AICPA, GAO, OMB, etc.
4. Work on several assignments simultaneously and complete assignments within established time frames.
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Prepare a variety of financial statements, reports and analyses.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office.
2. Noise level in the work environment is usually moderate.